SFFECTIVE DATE:	February 16, 1981		
REVISION DATES:	June 9, 1980	February 16, 1981	
SUZJECT:	Eligibility Lists and	Selection Techniques	

#### 1. Purpose:

-- The major purpose of eligibility lists is to insure the prompt filling of vacancies with qualified individuals. These lists also serve as a means of insuring fair and impartial referral, interview and placement for those individuals who qualify to be placed on the lists.

### 2. Responsibilities:

- It is the responsibility of each department to post the Weekly Position Recruitment Announcement in a prominent place in the department and to insure that each and every employee is aware of the Recruitment Announcement. This announcement reflects positions for which eligibility lists are being established or re-established. It also reflects recruitment efforts for difficult to fill positions. Employees must notify their supervisors of their intention to apply for another position. Any employee who requests time off from duty in order to apply for a position on the Announcement, must be afforded the time away from work. City employees are given one day's preference in applying for positions (Fridays). CETA employees are given preference in applying for entrylevel positions.
- -- It is the joint responsibility of the Personnel Department and all other departments to work together in forecasting vacancies in advance, whenever possible. This provides the Personnel Recruitment Technicians with sufficient time to recruit qualified applicants for the positions and also insures that departmental workloads and services do not suffer due to a lack of personnel. Positions may be advertised without a personnel requisition; however, a position cannot be filled until the requisition has cleared through Data Processing.
- -- It is the responsibility of the Personnel Department, Division of Recruitment and Selection, to enlist all feasible means in recruiting qualified applicants and to develop valid selection procedures. This, of course, will require coordination between Personnel and the various departments in determining sources of recruitment for difficult to fill positions.

#### 3. Procedures:

# Eligibility Lists--Non-Professional Positions

- -- Eligibility lists are valid for a period of sixty (60) calendar days.
  - A. The first step in setting up an eligibility list is to determine the proper and necessary qualifications needed for the position involved.

ADMINISTRATIVE	DIRECTIVE	NO.
ADMINISTRATE	DIVICIAL	MU.

THE CARE	·
REVISION DATES:	
SEFECT:	Eligibility Lists and Selection Techniques - Page 2

If a department determines that applicants must possess qualifications other than those reflected on the current class specification, the Recruitment Technician must be so advised and will coordinate the request for the change with the Division of Classification & Pay. The Division of Classification & Pay will insure that all changes reflect bona fide occupational requirements. Changes in class specifications must be accomplished prior to the position being advertised. All applicants are, required to meet the minimum qualifications shown on the class specification.

- B. The recruitment process then takes place, with the position being advertised on the Recruitment Announcement. Depending upon the position involved, advertising in local newspapers, journals, and other sources may be necessary in order to attract qualified applicants. If a sufficient number of applications are received from City employees to comprise a "Promotional Eligibility List," applications will not be accepted from the general public.
- C. After an appropriate number of applications have Leen received for the position involved, the eligibility list is then established.
  - -- For tested positions, individuals are placed on the list by test scores. Ties are broken by date and time of application.
  - -- For non-tested positions, individuals are placed on the list by date and time of application.

Applicants will be notified in writing of their scores, if applicable, and of their place on the eligibility list.

- D. A maximum of three qualified individuals will be referred to the hiring authority for interview for each vacancy. In the event the hiring authority does not make a selection from the three applicants, a memorandum must be submitted to the head of the Division of Recruitment and Selection, stating in detail reasons why the applicants were believed to be unsatisfactory. Only in the event of valid justification for refusal to select from the first three applicants will additional applicants be referred.
- E. If a department has not made a selection within thirty (30) days from the date the referrals were made, the requisition will be returned to the department and can only be reactivated with approval from the City Manager's Office.

ŧ



effective date:	
RETTESTON DATES:	
~~~ = = = = = = = = = = = = = = = = = =	Fligibility Lists and Selection Techniques - Page 3

- F. Eligibility lists are established by position, rather than by department. If an individual fails to apply for a specific position when so advertised simply because of the departmental location of the position, the individual cannot apply for that position until the current eligibility list has expired and the position again appears on the Recruitment Announcement. There will be no exceptions to this policy. Upward mobility of employees should be encouraged by stressing the importance of applying for a position regardless of the departmental location, rather than waiting for the same position to become available in a particular department.
- G. City employees whose names appear on promotional eligibility lists will be contacted no more than two times for referral. If an employee declines two referrals, the employee's name will be removed from the eligibility list.

New applicants will be contacted only once. If referral is declined, it will be considered as a withdrawal of the applicant's name from the eligibility list.

- H. Test scores will remain valid for a period of six months.
- I. Lateral transfers will take precedence over eligibility lists.

## Oral Interview Selection Device--Professional Positions

- A. Upon notification from a department of a vacancy in a professional position, the Recruitment Technician will contact the department and the class specification will be reviewed. If it is determined that the specification does not adequately describe the qualifications needed for the position, the Recruitment Technician will be advised of same by the department. The Recruitment Technician will coordinate any changes with the Division of Classification & Pay. The Division of Classification & Pay will insure that all changes reflect bona fide occupational requirements. Changes in class specifications must be accomplished prior to the position being advertised. All applicants will be required to meet the minimum qualifications reflected on the class specification.
- 3. The position will then be advertised on the Recruitment Announcement, as well as any other advertising which may be necessary in order to attract qualified applicants.
- C. A maximum of fifteen applications from applicants meeting the minimum requirements will be forwarded to the hiring authority by the Recruitment Technician. These will be selected by date of application.

ı

ADMINISTRATIVE	DIRECTIVE	NO.	
----------------	-----------	-----	--

EFFECIENT DATE:	
PEVISION DATES:	
	plicibility lists and Salection Techniques - Page 4

- D. The hiring authority will then narrow the field of candidates to five.

  The Recruitment Technician will be notified of the names of the five candidates for the position.
- E. Oral Panel Interviews will be conducted with the five candidates. The panel will consist of three interviewers, two from the hiring department and one from the Division of Recruitment and Selection.
- F. The Interview Panel will develop two sets of questions to be asked of each applicant, general questions and technical questions. The general questions will relate to prior experience, etc., and the technical questions must relate to the particular job for which the individuals are being interviewed. These questions must also be source documented. The Testing Section of the Personnel Department will develop valid scoring techniques for the questions.

If applicable, a short, job-related written examination will be develope by the hiring department and the Testing Section and administered to the five interviewers.

Points will also be given for levels of job-related education and experience.

G. The Testing Section will score the results and present the hiring author with an "eligibility list" for the position.

Lerou J. Harvey

Acting Personnel Director

Thomas E. Huebner

City Manager

\_\_.,

2/16